Understanding the Position Hierarchy
User Guide

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Position Hierarchy Data Items

Part A - Position

1) Name
This field displays the position title, agency sub-element code, Position Description #, Sequence #, Position Control Number, and Position Control Number Indicator, in that respective order.

NOTE: The Position Control Number Indicator (PCN Indicator) may show as a C, D or T. Below is a brief description for each option:

C - Current, represents the primary position.

D - Dual Occupancy, represents a 2nd employee sitting on the same position. A dual occupancy would typically be used during a time in which knowledge required for a position is being transferred from one employee to another for the purpose of succession planning. When the primary (C) leaves the position, the "D" automatically becomes the "C".

T - 'Temp Detail Positions', represents a PCN used only for Detail NTE actions.

- When the Termination of Detail is processed, the "T" position will automatically eliminate and be removed from the hierarchy.

2) Position Control Number
The position control number (PCN) is 6 digits long, and is a unique ID for a position.

3) Office Symbol
This field displays the Office Symbol associated with the Position in the "Name" field.

4) Occ Series

This field displays the Occupational Series associated with the Position in the "Name" field.

5) Pay Plan and Grade
This field displays the Pay Plan and current Grade associated with the Position in the "Name" field.

6) Funded
If it is checked, then the position is funded. If it isn't checked, then the position is an unfunded position. Funded = Permanent position. Unfunded = Temporary position used for Details and Promotion NTE 120 days.

7) Holder
The name of the employee encumbering the position displayed in #1. If the position is vacant then the Name will read **No Holders**.

8) Holder Emp #
The Employee # of the employee encumbering the position displayed in #1. If the position is vacant the Emp # will be null.

9) Person Type
This will tell you if the person is an employee, ex-employee or contractor.

10) Number of Subordinates
Displays the number of subordinate positions reporting to the position displayed in #1.

11) Obligated Employee
If a position is obligated to an employee who is on a Temporary Promotion, the employee's Name will appear.

12) Obligated Emp #
If a position is obligated to an employee who is on a Temporary Promotion, the employee's Emp # will appear.

13) Detailed Emp
If an employee is Detailed to the position, the employee's Name will appear.

Note: The Employee detailed to a (T)emp Detail - Same PCN (PCN Indicator 'T') will be displayed in the Position Hierarchy under PCN Indicators 'C' and 'T'

14) Detailed Emp #
If an employee is Detailed to the position, the employee's Emp # will appear.

Note: The Employee detailed to a (T)emp Detail - Same PCN (PCN Indicator 'T') will be displayed in the Position Hierarchy under PCN Indicators 'C' and 'T'

15) Team Lead
If the position reports to a team lead, the team lead's name will display.

16) Supervisor
Displays the name of the supervisor for the position displayed in #1.

17) Exists in Hierarchy

If it is checked, then the position exists in the hierarchy.
Note: Up arrow will not be grayed out.

If it isn't checked, then it doesn't exist in the hierarchy.
Note: Up arrow will also be grayed out.

18) Up arrow
Select this icon to move up 1 level in the hierarchy.

19) Detail
Select this icon to view additional position attributes.

Positions Details						
⬍⊞ Show Hierarchy						
					⊘ Previous 1-1 ▾ Next 1 ⊘	
Details	**Effective Date**	**Valid Pay Plan and Grade**	**Occupational Series**	**Position**	**Office Symbol**	**Duty Station**
⊟ Hide	10-May-2013	GS-12	Human Resources Management (0201)	Human Resources Specialist.GS14.00TEST.003.014852.C	CIH	110010001 - Washington, DC

Supervisory Status	Non-Supervisory	Personnel Office ID	GSA Central Office Staff Offices (4177)
Entry Level Grade	GS-12	Target Grade	GS-12
Work Schedule	F - Full-Time	Part-Time Hours Biweekly	
Pay Basis	PA - Per Annum	FLSA Category	E - Exempt
Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit	Position Working Title	
Position Type	Single Incumbent	Pay Table ID	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000

Part B - Subordinates

Subordinates (1)

Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded Number of Subs.	Down	Holder Name	Emp #
Human Resources Specialist (Information Systems	003236	CIH	0201.I	GS-13	☑ 0	⬇	Long, Jeffrey W	19567
Human Resources Specialist (Information Systems	003253	CIH	0201.I	GS-13	☑ 0	⬇	** No Holders **	
Human Resources Specialist.GS14.00TEST.003.01	014852	CIH	0201.I	GS-12	☑ 0	⬇	GSATest, MaMa Mia	26809
IT Specialist (Data Management).GS14.00C2974.00	003235	CIH	2210.I	GS-14	☑ 0	⬇	** No Holders **	
IT Specialist (Internet).GS14.00C2673.003.003237.	003237	CIH	2210.I	GS-14	☑ 0	⬇	Halsell, Teresa A	8154
IT Specialist (Systems Administration).GS14.00C3(	003238	CIH	2210.I	GS-13	☑ 0	⬇	** No Holders **	

Subordinates

Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded Number of Subs.	Down	Obligated Employee Name	Emp #
Human Resources Specialist (Information Systems	005622	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	005887	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	003252	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	003251	CIH	0201.I	GS-14	☑ 0	⬇	Anglin, Carol A	15333

Subordinates

Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded Number of Subs.	Down	Detailed Employee Name	Emp #
Human Resources Specialist (Information Systems	005622	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	005887	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	003252	CIH	0201.I	GS-14	☑ 0	⬇		
Human Resources Specialist (Information Systems	003251	CIH	0201.I	GS-14	☑ 0	⬇	GSATest, PeeWee	26811
Human Resources Specialist (Information Systems	003251	CIH	0201.I	GS-14	☑ 0	⬇	GSATest, PeeWee	26811

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This field displays the Office Symbol associated with the Position in the "Name" field.

4) Occ Series
This field displays the Occupational Series associated with the Position in the "Name" field.

5) Pay Plan and Grade
This field displays the Pay Plan and Valid Grade associated with the Position in the "Name" field.

6) Funded

If it is checked, then the position is funded. If it isn't checked, then the position is and unfunded position. Funded = Permanent position. Unfunded = Temporary position used for Details and Promotion NTE 120 days.

7) Number of Subordinates

Displays the number of subordinate positions reporting to the position displayed in #1.

8) Down Arrow

Select this icon to move down 1 level in the hierarchy.

9) Holder (Name/Emp #)

The name of the employee encumbering the position displayed in #1. If the position is vacant then the Name will read **No Holders** and the Emp # will be null.

10) Scroll Bar

Scroll down through the list of "Subordinates" to see all the positions that report to the position in Part A.

11) Scroll Bar

To see if someone is "Obligated To" or "Detailed To" a position that shows "No Holder", click once on the right side of the scroll bar.

With the first click on the scroll bar the "Obligated Employee" area appears.

With the second click on the scroll bar the "Detailed Employee" area appears.

12) Obligated Employee (Name/Emp #)

If a position is obligated to an employee who is on a Temporary Promotion, the employees Name and Emp # will appear across from the associated position.

13) Detailed Employee (Name/Emp #)

If an employee is Detailed to the position, the employees Name and Emp # will appear across from the associated position.

Note: The Employee detailed to a (T)emp Detail - Same PCN (PCN Indicator 'T') will be displayed in the Position Hierarchy under PCN Indicators 'C' and 'T'